

# VAIBHAV DATTA

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## SUMMARY OF QUALIFICATIONS

- Experienced in **project coordination, infrastructure support, and research analysis**.
- Strong foundation in **schedule estimation, documentation, and reporting** for large-scale projects.
- Skilled in **data management, workflow optimization, and technical troubleshooting**.
- Proficient in **Microsoft Office Suite (Word, Excel, PowerPoint, Access), AutoCAD, and cloud-based collaboration tools**.
- Strong interpersonal and communication skills, with the ability to **work across departments and with external stakeholders**.

## TECHNICAL SKILLS

- **Project Management Tools:** Microsoft Project, Trello, JIRA
- **Data Analysis & Reporting:** Excel, Power BI, SQL
- **Technical Documentation:** AutoCAD, Bluebeam, Visio
- **Cloud & Collaboration:** Microsoft 365, Google Workspace, SharePoint
- **Infrastructure & Engineering Support:** Building information modeling (BIM), GIS mapping

## WORK EXPERIENCE

<b>Cybersecurity Analyst</b> The Unified: Marketing & IT Solutions Inc.	<b>May 2024 – August 2024</b> Abbotsford, BC
• Assisted in <b>project planning, design development, and document evaluation</b> for infrastructure projects.	
• Collaborated with engineers and project managers to <b>analyze technical reports and ensure data accuracy</b> .	
• Monitored <b>project timelines, identified risks, and provided status updates</b> to senior management.	
<b>Researcher</b> XLSOUT	<b>January – June 2024</b> Chandigarh, India
• Conducted in-depth research on <b>patent analysis</b> , focusing on innovative ideas in <b>3D printing and networking</b> among industrial 3D devices.	
• Analyzed patents using advanced software tools, gaining insights about 3D printing technologies and patent processes.	
• Developed and <b>secured approval</b> for a patent in <b>industrial 3D printing and networking</b> , collaborating with a team to <b>refine and finalize submissions</b> .	
<b>IT Coordinator (Intern)</b> Precision Infomatic (M) Private Limited	<b>May – August 2023</b> Noida, India
• Monitored <b>network security</b> for <b>Samsung Electronics</b> , identifying potential vulnerabilities and improving security compliance.	
• Provided <b>technical support for firewall configurations and intrusion detection systems (IDS)</b> .	
• Assisted in <b>incident response and security documentation</b> , improving IT security awareness	
<b>Network Operations Analyst (Intern)</b> JBD Group Pvt. Ltd.	<b>January – April 2023</b> Abbotsford, BC
• Developed a <b>cloud-based network interface</b> , improving security and access control.	
• Conducted <b>security audits</b> to identify network vulnerabilities, enhancing network security policies.	
• Assisted in implementing <b>risk mitigation strategies</b> for IT infrastructure.	

## EDUCATION

<b>Bachelor of Computer Information Systems</b> University of the Fraser Valley (UFV)	<b>September 2022 – Present</b> Abbotsford, BC
<ul style="list-style-type: none"><li><b>Relevant Coursework:</b> Project Management, Infrastructure Technology, Data Analysis, Risk Assessment</li></ul>	

## ACADEMIC PROJECT

<b>Research on Cybersecurity and Wireless Technologies</b>	<b>September – December 2024</b>
<ul style="list-style-type: none"><li>In the <b>Cybersecurity Research Project</b>, I analyzed network vulnerabilities using Wireshark and Nmap, developed a penetration testing script in Python, and created a security risk assessment report with recommended mitigation strategies. This project enhanced my practical understanding of cybersecurity and risk management.</li></ul>	
<b>Analysis and Design on The Grand Hotels, Mysore</b>	
<ul style="list-style-type: none"><li>Created a System Analysis and Design report for The Grand Hotels, Mysore, using detailed research and stakeholder input to propose solutions that optimized operations, improved guest experiences, and integrated technology for enhanced satisfaction.</li></ul>	

<b>Software Training Plan on Microsoft Suite</b>	<b>October – March 2024</b>
<ul style="list-style-type: none"><li>Developed and published a comprehensive Software Training Plan for Microsoft Suite, providing clear, effective guidance to support Computer Information Science students and professionals in mastering essential skills.</li></ul>	

<b>User Support Manual for Canon Printers</b>	<b>September – November 2023</b>
<ul style="list-style-type: none"><li>Developed and published a User Support Manual for Canon Printers, designed for Computer Information Science students, providing clear, accessible guidance to simplify technical concepts and enhance user experience.</li></ul>	

## EXTRA-CURRICULAR ACTIVITIES

<b>Vice President - Robotics Club</b>	<b>September 2023 – April 2024</b>
<ul style="list-style-type: none"><li>As Vice President of the Robotics Club at FVI, led the organization of activities and exhibitions, coordinated competitions and workshops, and fostered a collaborative environment. Utilized leadership, communication, and organizational skills to promote member engagement and advance the club's mission of promoting robotics education.</li></ul>	

<b>Networking and Live Streaming Coordinator - Gaming Club</b>	<b>September 2023 – April 2024</b>
<ul style="list-style-type: none"><li>Managed the networking infrastructure and live streaming setup for the Gaming Club's e-sports tournament, enabling seamless communication and gameplay across 15 to 20 laptops. Orchestrated live streaming for a global audience, demonstrating strong technical and organizational skills, and proactively resolved technical issues to ensure a smooth event experience.</li></ul>	

## CERTIFICATIONS

<b>CompTIA AI Prompt+ Certification</b>	<b>January 2025</b>
<b>Practical Cisco Networking Labs in Cisco Packet Tracer (Cisco: Skills for all)</b>	<b>July 2024</b>
<b>Cybersecurity Bootcamp: The Ultimate Beginner's Course (LinkedIn Learning)</b>	<b>July 2024</b>
<b>Information Security Fundamentals (Coursera)</b>	<b>November 2023</b>
<b>Computer Networks Fundamentals (Udemy)</b>	<b>October 2023</b>